

**1 APRIL 2004**



**Personnel**

**305TH AIR MOBILITY WING AND TEAM  
MCGUIRE OUTSTANDING PERSONNEL  
RECOGNITION AND AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 305 AMW/CCC (CMSgt Roger L. Ball)

Certified by: 305 AMW/CCC  
(CMSgt Roger L. Ball)

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15 September 2001

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This instruction implements AFD 36-28, *Air Force Awards and Decorations Programs*, and AFI 36-2805, *Special Trophies and Awards* for the 305th Air Mobility Wing and Team McGuire Quarterly/Annual Awards Program for outstanding active duty airmen, noncommissioned officers, senior noncommissioned officers, honor guard, first sergeants, company grade officers, and appropriated and non-appropriated fund civilian employees. It specifies responsibilities and nomination/selection procedures. Read in conjunction with AFI 36-1001, *Managing the Civilian Performance Program*, AFI 36-1004, *Managing the Civilian Recognition Program*, and AFD 36-10, *Civilian Performance and Recognition*.

**PRIVACY ACT STATEMENT:** This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AF MP A, *Awards and Decorations*, applies.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

It combines MAFBI 36-2805, *305th AMW Outstanding Personnel Recognition and Awards Program* and MAFBI 36-2806, *Team McGuire Outstanding Personnel Recognition and Awards Program*. It adds Honor Guard of the Quarter/Year, changes Civilian of the Quarter/Year category, and includes the Commander's Excellence Coin and 305 AMW Reenlistment Coin statements.

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## Chapter 1

### PROGRAM OVERVIEW

#### 1.1. Award Categories.

- 1.1.1. Airman of the Quarter/Year: Enlisted in the grades of E-1 through E-4.
- 1.1.2. Noncommissioned Officer of the Quarter/Year: Enlisted in the grades of E-5 through E-6.
- 1.1.3. Senior Noncommissioned Officer of the Quarter/Year: Enlisted in the grades of E-7 through E-9.
- 1.1.4. Honor Guard Member of the Quarter/Year: Member of the McGuire Elite Honor Guard.
- 1.1.5. First Sergeant of the Year: Enlisted member who possesses the 8F000 AFSC.
- 1.1.6. Company Grade Officer of the Quarter/Year: Officers in the grades of O-1 through O-3.
- 1.1.7. 305 AMW Civilian of the Quarter/Year: Appropriated Fund employees.
  - 1.1.7.1. Category 1: Employees in the grades of GS-01 through 08, WG/WL-01 through 08.
  - 1.1.7.2. Category 2: Employees in the grades of GS-09 through 12, WG/WL-09 and above, and WS-01 through 12.
  - 1.1.7.3. Category 3: Employees in the grades of GS/GM/WS-13 and above.
- 1.1.8. Team McGuire Civilian of the Quarter/Year: Appropriated and Nonappropriated Fund employees.
  - 1.1.8.1. Category 1: Employees in the grades of GS-01 through 08 and WG/WL-01 through 08. Nonappropriated employees in the grades of CC-01 through CC-05, NA/NL-01 through NA/NL-08, and NF-01 through NF-02.
  - 1.1.8.2. Category 2: Employees in the grades of GS-09 through 12, WS-01 through 12, and WG/WL-09 and above. Nonappropriated employees in the grades of NA/NL-09 and above, NF-03 and NF-04, NS-01 and above.
  - 1.1.8.3. Category 3: Employees in the grades of GS/GM/WS-13 and above. Nonappropriated employees in the grades of NF-05 and above.

#### 1.2. Organizations.

- 1.2.1. 305 AMW Organizations: Each 305 AMW group (Maintenance, Medical, Mission Support, Operations) and the wing staff may submit one nominee per award category to compete for 305 AMW awards.
- 1.2.2. Team McGuire Organizations: Each of the following organizations may submit one nominee per award category to compete for Team McGuire awards:
  - 1.2.2.1. 305th Air Mobility Wing.
  - 1.2.2.2. Non-Appropriated Fund Management Branch.
  - 1.2.2.3. 514th Air Mobility Wing.
  - 1.2.2.4. 108th Air Refueling Wing.

1.2.2.5. Air Mobility Warfare Center.

1.2.2.6. 621st Air Mobility Operations Group.

1.2.2.7. 21st Expeditionary Mobility Task Force.

1.2.2.8. Combined Small Associate Units: NCO Academy, Defense Courier Service, Armed Services Whole Blood Lab, Area Defense Counsel, 314th Recruiting Squadron, and 373d Training Detachment.

1.2.2.8.1. The NCO Academy commandant will serve as the point of contact for the Combined Small Associate Units.

### **1.3. Eligibility Requirements.**

#### **1.3.1. Military:**

1.3.1.1. 305 AMW nominees will be active duty assigned to the 305 AMW. Team McGuire nominees will be active duty, guard, and reserve personnel assigned/attached to McGuire AFB.

1.3.1.2. Must not have had an active Unfavorable Information File or have received punishment pursuant to the UCMJ, such as an Article 15, during the award period.

1.3.1.3. Must not have scored a Poor or Marginal rating on the Air Force Fitness Test during the award period.

1.3.1.4. Enlisted members must have possessed an Air Force specialty skill level commensurate with grade, or have demonstrated outstanding performance in an approved retraining program during the award period.

1.3.1.5. Enlisted members will be considered in the category of competition for the grade they held for the majority of the award period (> 45 days for quarterly awards, > 6 months for annual awards).

1.3.1.6. Officers: Majors may compete for quarterly awards as long as they were captains for the majority of the award period. Must be in the grades of second lieutenant through captain as of the last day of the award period, 31 December, to compete for the annual award.

1.3.1.7. First sergeants must have held the 8F000 AFSC for a minimum of 6 months during the award period.

#### **1.3.2. Civilian:**

1.3.2.1. Must be assigned to the 305 AMW. Team McGuire nominees will be civilian employees assigned/attached to McGuire AFB.

1.3.2.2. Must not have had disciplinary action(s) pending or taken during the award period.

1.3.2.3. Will be considered in the category of competition for the grade they held for the majority of the award period (> 45 days for quarterly awards, > 6 months for annual awards).

1.3.2.4. Annual nominees must have received an acceptable performance appraisal.

### **1.4. Recognition Periods.**

1.4.1. 1 January through 31 March (1st Quarter).

- 1.4.2. 1 April through 30 June (2nd Quarter).
- 1.4.3. 1 July through 30 September (3rd Quarter).
- 1.4.4. 1 October through 31 December (4th Quarter).
- 1.4.5. 1 January through 31 December (Annual).

**1.5. Recognition Boards.** Recognition boards at 305 AMW and Team McGuire level will be nomination package only. Squadrons, groups, and tenant units are highly encouraged to have their nominees meet a board prior to competing at wing/base level.

**1.6. Awards Ceremonies.**

1.6.1. Quarterly/Annual Awards Ceremonies: A ceremony will be held to recognize all nominees and will be the occasion for announcement of the winners. The 305 AMW and Team McGuire will hold separate ceremonies to honor the nominees. Ceremonies will be scheduled by 305 AMW/CCC.

**1.7. Awards Benefits.**

1.7.1. 305 AMW: Each quarterly/annual winner will receive a 305 AMW Quarterly/Annual award, such as an engraved plaque or statuette.

1.7.1.1. Annual award recipients may represent the 305 AMW at higher-level competitions as appropriate and approved by WG/CC.

1.7.2. Team McGuire: Each quarterly/annual winner will receive a Team McGuire award.

1.7.2.1. Tenant units will submit quarterly/annual award recipients to their respective higher headquarters through their respective chain of command.

## Chapter 2

### MILITARY AWARDS PROGRAM

#### 2.1. Quarterly Awards Nominations.

2.1.1. Each 305 AMW group commander and the Director of Wing Staff may submit one nominee per category (AMN, NCO, SNCO, CGO) to the 305 AMW/CCC no later than 1200 hours on the suspense date. The 305 AMW/CCC serves only as a focal point for nomination package turn-in for non-enlisted members.

**NOTE:** 305 AMW/CCC will publish all quarterly and annual suspense dates in January each year.

2.1.2. Each Team McGuire organization commander or equivalent may submit one nominee per category (AMN, NCO, SNCO, and CGO) to the 305 AMW/CCC no later than 1200 hours on the suspense date.

2.1.3. Honor Guard of the Quarter Award recipients name will be provided to 305 AMW/CCC by the McGuire Elite Honor Guard NCOIC. The McGuire Elite Honor Guard NCOIC will develop criteria and manage the Honor Guard of the Quarter/Year program.

2.1.4. Submit five copies, limited to 20 lines not including headings, of AF IMT 1206, **Nomination for Award**. Use bullet format. See [Attachment 2](#) for specific instructions.

2.1.5. Nominations not prepared according to this instruction or not received by the deadline will not be considered for quarterly competition.

#### 2.2. Annual Awards Nominations.

2.2.1. Each 305 AMW group commander and the Director of Wing Staff may submit an AMN, NCO, SNCO, First Sergeant, and/or CGO of the Year to the 305 AMW/CCC no later than 1200 hours on the suspense date.

2.2.2. Each Team McGuire organization commander or equivalent may submit their AMN, NCO, SNCO, First Sergeant, and/or CGO of the year to the 305 AMW/CCC no later than 1200 hours on the suspense date.

2.2.3. Submit six copies of an AF IMT 1206. Use bullet format. See [Attachment 2](#) for specific instructions. In addition, include a Report on Individual Personnel (RIP), a biography as shown in [Attachment 6](#) or [Attachment 7](#), a general information sheet as shown in [Attachment 8](#), [Attachment 9](#), or [Attachment 10](#), and a statement of intent (AMN, NCO, or SNCO of the Year only) as shown in [Attachment 11](#). The AF IMT 1206, biography, and general information sheet must also be submitted on a 3.5" disk.

2.2.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for yearly competition.

**2.3. Board Composition.** Board composition will be determined by the 305 AMW/CCC and will normally have representatives from eligible units. Team McGuire and 305 AMW will conduct separate boards, but use the same criteria as outlined in this instruction.

2.3.1. All Enlisted Boards:

2.3.1.1. Team McGuire board members will normally consist of a representative from AMWC, 21 EMTF, MNCOA, and 305 AMW. The 305 AMW/CCC serves as board president.

2.3.1.2. 305 AMW board members will normally consist of a representative from each group and the wing staff. The senior ranking representative will serve as president.

2.3.1.3. A board will convene to determine a winner based solely on the information listed on the AF IMT 1206. Each board member will rank each nominee using the score sheet depicted in [Attachment 4](#), with #1 being the best package, #2 being the second best package, etc. The president will then total the board members rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee; see [Attachment 5](#). In the event of a tie, the president determines the ranking of those involved in the tie, to determine the recommended selectee.

2.3.1.4. The president and the recording secretary sign and date the score tally sheet(s). They also sign the board minutes, once prepared.

2.3.2. Company Grade Officer Board:

2.3.2.1. The president will be the 305 AMW/CV or a designated officer.

2.3.2.2. The board will normally comprise of the president, the recorder, and four board members. Other than the president, the board will consist of field grade officers only. The CGOC provides a non-voting recording secretary.

2.3.2.3. A board will convene to determine a winner based solely on the information listed on the AF IMT 1206. Each board member will rank each nominee using the score sheet depicted in [Attachment 4](#), with #1 being the best package, #2 being the second best package, etc. The recording secretary will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee; see [Attachment 5](#). In the event of a tie, the president determines the ranking of those involved in the tie, to determine the recommended selectee.

2.3.2.4. The president and the recording secretary sign and date the score tally sheet(s). They also sign the board minutes, once prepared.



## Chapter 3

### CIVILIAN AWARDS PROGRAM

#### 3.1. Quarterly Awards Nominations.

3.1.1. Each 305 AMW group commander and the Director of Wing Staff may submit one nominee per category to the 305 AMW/CCC by 1200 hours on the suspense date. The 305 AMW/CCC serves only as a focal point for nomination package turn-in for non-enlisted members.

**NOTE:** 305 AMW/CCC will publish suspense dates in January of each year.

3.1.2. Each Team McGuire organization commander or equivalent may submit one nominee per category to the 305 AMW/CCC no later than 1200 hours on the suspense date.

3.1.3. Submit an original and five copies, front side only, limited to 20 lines not including headings, of AF IMT 1206. Use bullet format. See [Attachment 3](#) for specific instructions.

3.1.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for quarterly competition.

#### 3.2. Annual Awards Nominations.

3.2.1. Each group commander and the Director of Wing Staff may submit a civilian of the year nominee for each category to the 305 AMW/CCC by 1200 hours on the suspense date. The 305 AMW/CCC serves only as a focal point for nomination package turn-in.

**NOTE:** 305 AMW/CCC will publish suspense dates in January of each year.

3.2.2. Each Team McGuire organization commander or equivalent may submit one nominee per category to the 305 AMW/CCC no later than 1200 hours on the suspense date.

3.2.3. Submit six copies AF IMT 1206 (front and back) and a copy on a 3.5" disk. Use bullet format. See [Attachment 3](#) for specific instructions.

3.2.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for annual competition.

**3.3. Civilian Incentive Awards Committee.** Makes up the boards for the Appropriated Fund Civilian Quarterly/Annual Awards Recognition Program and for the Team McGuire Civilian Quarterly/Annual Awards Recognition Program.

3.3.1. Board Composition: In addition to the chairperson and the recording secretary, board membership will include a maximum of five Civilian Incentive Awards Committee members selected from the approved pool.

**NOTE:** Each organization with Appropriated Fund civilian employees is given the opportunity on an annual basis to nominate a primary and an alternate voting member to the wing Civilian Incentive Awards Committee. Each organization submits their committee-member nominations to the 305 MSS/DPC or designated representative, who in-turn, submits a complete list of all nominees to the 305 AMW/CC for approval.

**3.4. Selection Process.** This process is used for all civilian quarterly and annual awards recognition program boards.

3.4.1. 305 AMW and Team McGuire will conduct separate boards to determine the winner. A board will convene to determine a winner based solely on the information listed on the AF IMT 1206. Each board member will rank each nominee using the score sheet depicted in [Attachment 4](#), with #1 being the best package, #2 being the second best package, etc. The recording secretary will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee; see [Attachment 5](#). If ranked scores in a category show disparities or in the event of a tie, the board members will discuss the packages in question and determine the winner for that category.

3.4.2. The chairperson and the recording secretary sign and date the score tally sheet(s). They also sign the board minutes, once prepared.

## Chapter 4

### RESPONSIBILITIES/AUTHORITIES

#### 4.1. 305 AMW/CCC.

- 4.1.1. Administers the enlisted portion of the 305 AMW Outstanding Personnel Recognition and Awards Program.
- 4.1.2. Serves as focal point for nomination package turn-in for all other categories of the program (officer/civilian).
- 4.1.3. Publishes suspense dates in January of each year. Schedule will list suspense dates for the entire calendar year.
- 4.1.4. Coordinates board members from the 305 AMW and Team McGuire.
- 4.1.5. Secures board location for all enlisted and officer boards, and briefs board presidents on board process.
- 4.1.6. Budgets for the purchase and engraving of 305 AMW awards.
  - 4.1.6.1. Team McGuire Recognition program responsibilities for budgeting and engraving will be rotated between the 305 AMW, 621 AMOG, and the AMWC.

#### 4.2. 305 AMW/CCCE.

- 4.2.1. Compiles/distributes nomination review packages for AMN, NCO, SNCO, and First Sergeant board members. Ensures packages include all necessary material.
- 4.2.2. Normally serves as recorder for all enlisted boards.
- 4.2.3. Establishes and maintains historical file for 305 AMW and Team McGuire Outstanding Personnel Recognition and Awards Program.

#### 4.3. Commanders.

- 4.3.1. Establish unit recognition program to allow all eligible enlisted, officer, and civilian personnel to take part in the 305 AMW and Team McGuire Outstanding Personnel Recognition and Awards Program and recognizes individuals at an appropriate ceremony.
- 4.3.2. Ensure all nomination packages are submitted on time and in the prescribed format.
- 4.3.3. Based on the superior performance indicated in the award nomination, commanders may submit any civilian assigned to their group and selected as a squadron/group/wing quarterly or squadron/group/wing annual winner a Time-off Award as follows: Squadron winner only – One-day Time-off Award; Group winner only – Two-day Time-off Award; Wing winner – Three-day Time-off Award. Time-off award recommendations set forth here are not cumulative for each level. Time-off awards must conform with the limitations as set forth in AFI 36-1004.

#### 4.4. Company Grade Officers' Council.

- 4.4.1. Coordinates with 305 AMW/CV, or designee, to detail officer board members from the 305 AMW and to comply with all program suspense dates established by the 305 AMW/CC.

4.4.2. Secures CGO board location. Notifies 305 AMW/CC, group commanders, and board members of board location, time, and date.

4.4.3. Provides a recorder for the CGO board.

4.4.4. Picks up nomination packages from 305 AMW/CCCE and compiles nomination review packages for CGO board members. Ensures packages include nomination narrative for each nominee and a score sheet. Includes a score tally sheet in the board president's package for compilation of total scores and rank ordering.

4.4.5. Ensures nomination review packages are available to CGO board members NLT 1200 hours, two duty days prior to board date.

#### **4.5. Team McGuire First Sergeants' Council.**

4.5.1. Plans, organizes, and administers the quarterly and annual awards ceremonies.

**4.6. Civilian Boards (305 MSS/DPC).** 305 MSS/DPCE/S will be the Civilian Incentive Awards Committee Chairperson and act as primary office of responsibility for the Appropriated Fund Civilian Quarterly/Annual Awards Recognition Program and for the Team McGuire Civilian Quarterly/Annual Awards Recognition Program. The 305 AMW/CCC serves only as a focal point for nomination package turn-in.

4.6.1. Civilian Incentive Awards Committee Chairperson:

4.6.1.1. Complies with all program suspense dates established by the 305 AMW/CCC.

4.6.1.2. Ensures nomination packages are picked up from 305 AMW/CCCE.

4.6.1.3. Reviews all nomination packages.

4.6.1.4. Reviews and signs score tally sheet(s) and board minutes.

4.6.2. Civilian Incentive Awards Committee Recording Secretary:

4.6.2.1. Convenes the Civilian Incentive Awards Committee when tasked by the chairperson and randomly selects a maximum of five Civilian Incentive Awards Committee Members.

4.6.2.2. Secures a board location. Notifies the board members of board location, date, and time.

4.6.2.3. Compiles nomination review packages for committee members. Ensures packages include nomination narrative for each nominee and a score sheet(s). Includes a score tally sheet(s) in the committee chairperson's package for compilation of total scores and rank ordering.

4.6.2.4. After members complete scoring, compiles and adds all score sheets to determine rank order of all nominees.

4.6.2.5. Prepares board minutes, and after approval and signature of the chairperson, presents signed minutes through 305 AMW/CCC to 305 AMW/CC no later than the next duty day following the board. Minutes include names of Civilian Incentive Awards Committee Members in attendance for reviewing and/or scoring, and per category, the relative ranking of all nominees and selectee's name and organization.

4.6.2.6. Submits the name of each selectee, per category, to 305 AMW/CCC.

4.6.2.7. Submits a copy of score tally sheet(s) to 305 AMW/CCCE for filing.

4.6.2.8. Files all board documentation.

4.6.3. Civilian Incentive Awards Committee Members:

4.6.3.1. Review and score nomination packages in each category, with #1 being the recommended selectee.

4.6.3.2. If ranked scores in a category show disparities or in the event of a tie, the board members will discuss the packages in question and determine the winner for that category.

4.6.3.3. Return packages and score sheet(s) to the recording secretary.

## Chapter 5

### COMMANDER'S/COMMAND CHIEF'S COIN OF EXCELLENCE/305 AMW REENLISTMENT COIN

**5.1.** Awarded to military and civilian employees for an outstanding accomplishment or specific achievement that has made a significant contribution to the effectiveness and efficiency of the Air Force. The special awards:

5.1.1. May be used for “on-the-spot” recognition of personal efforts associated with an actual achievement to improve a particular program, function, or mission.

5.1.2. Are not intended to be used for mementos, commemorative, or personal gifts, or morale building or to recognize PCSs, retirements, and similar occasions.

**NOTE:** The limitation listed in paragraph 4.4.1.3 does not apply if the special awards are donated by a private organization or purchased by the wing commander, or wing command chief master sergeant with his or her personal funds.

**5.2.** Nonappropriated funds may be used to fund coins as awards for nonappropriated fund employees.

**5.3.** 305 AMW Wing/Group/Squadron commanders, the 305 AMW Director of Staff, Team McGuire organization commanders and equivalents, and Command Chief, will establish and maintain an inventory control log when purchasing coins with appropriated funds. Inventory control logs must include the quantity of coins purchased, name and rank of each recipient, and the reason for presentation. All 305 AMW Commanders, 305 AMW Director of Staff, Command Chief, or Team McGuire organization coins purchased with appropriated funds will comply with AFI 65-601V1, *Budget Guidance And Procedures*, paragraph 4.29.2

**5.4.** 305 AMW Reenlistment Coin: Authorized for 305 AMW enlisted personnel who, as of 1 January 2004, enter into a reenlistment or extension of enlistment. Award only one coin per person while assigned to 305 AMW. NOTE: Members awarded a coin based on an extension of enlistment must be eligible to reenlist as of the extension start date; however, members entering into an extension of enlistment under AFI 36-2606, *Reenlistment in the United States Air Force*, Table 4.1, rules 2 through 9, 17 through 24, and 26 through 27, are not eligible to receive the 305 AMW Reenlistment Coin.

5.4.1. The Base Career Assistance Advisor (BCAA) will order, purchase (with appropriated funds), distribute, and maintain a log of Reenlistment coins. The BCAA will coordinate with 305 MSS/DPM and 305 AMW first sergeants to ensure eligible personnel receive the coin.

JIMMIE C. JACKSON JR., Col, USAF  
Commander, 305th Air Mobility Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-10, *Civilian Performance and Recognition*.

AFPD 36-28, *Air Force Awards and Decorations Program*

AFI 36-1001, *Managing the Civilian Performance Program*

AFI 36-1004, *Managing the Civilian Recognition Program*

AFI 36-2805, *Special Trophies and Award*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 65-601V1, *Budget Guidance and Procedures*

AMCI 36-2808, *Personnel Awards*

## Attachment 2

## NOMINATION FOR AWARD, MILITARY

NOMINATION FOR AWARD		
AWARD Quarterly/Annual Recognition Program	CATEGORY (If Applicable) Amn, NCO, SNCO, CGO, First Sergeant	AWARD PERIOD 1 Jan - 31 Mar 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C First M. Last	SSN (Enter Last 4 Only) XXXX	MAJCOM, FGA, OR DRU Air Mobility Command
DAYS/DUTY TITLE 2P0X1/Maintenance Apprentice	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 650-XXXX Commercial: (609) 754-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 305th Maintenance Squadron/LGMD, 2306 Radin Road, McGuire AFB NJ 08641		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col First M. Last DSN: 650-XXXX Commercial: (609) 754-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities &amp; the impact on the mission and unit</li> <li>-- Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission</li> <li>-- Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations</li> <li>-- Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job-Training, certifications, off-duty Education related to primary duties, and so forth</li> <li>-- Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance</li> <li>-- Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average, and so forth</li> <li>-- Cite any other relevant training or activity that has significantly enhanced the member's value as a military citizen</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community</li> <li>-- Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the Top-3, Dining-In/Out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth</li> </ul> <p><b>NOTE:</b> *Cite only those accomplishments that occurred during the award period</p> <p>*There are no specific points assessed to any category, but Leadership and Job Performance in Primary Duty will count as 50% of score and the other two categories will each be worth 25% of score. Board members will rate each package with #1 being the best package, #2 being the second best package, etc.</p> <p>*The AF IMT 1206 is to be limited to 1 single-spaced page, no more than 20 lines not counting the headings for quarterly award and 1 single-spaced page for annual award.</p>		
(The AF IMT 1206 must be the Jul 2000 version 2 or later if revised)		
(Reference AFI 36-2805, Special Trophies and Awards)		



## Attachment 3

## NOMINATION FOR AWARD, CIVILIAN

NOMINATION FOR AWARD		
AWARD Outstanding Civilian of the Quarter (Year)		CATEGORY (If Applicable) (1) (2) (3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-05 First M. Last		AWARD PERIOD 1 Jan - 31 Mar 20XX
SSN (Enter Last 4 Only) XXXX		MAJCOM, FOA, OR DRU Air Mobility Command
DAFSC/DUTY TITLE 0318/Secretary (Office Automation)	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 650-XXXX Commercial: (609) 754-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 605th Aircraft Maintenance Squadron/CCI, 1801 Hangar Road, McGuire AFB NJ 08641		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col First M. Last DSN: 650-XXXX Commercial: (609) 754-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>JOB DESCRIPTION:</b></p> <ul style="list-style-type: none"> <li>- Use bullet format and limit to seven lines</li> <li>- Briefly describe the nominee's primary job responsibilities and duties</li> <li>- Bullets in this section do not count towards the 20 lines used below</li> </ul> <p><b>SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:</b></p> <ul style="list-style-type: none"> <li>- Provide factual and substantiated examples of the nominee's significant performance and achievements, above general job requirements, that warrant this recognition</li> <li>- Describe how well he or she improved operations; highlight any support they provided for any special projects; explain any other outstanding services the employee provided that benefited the mission, etc.</li> </ul> <p><b>SELF-IMPROVEMENT EFFORTS:</b></p> <ul style="list-style-type: none"> <li>- Describe the nominee's self improvement efforts, if applicable</li> <li>- Include training and educational activities, additional duties, community and/or civic activities, and family enhancement</li> </ul>		
<p>NOTE: *Cite only those accomplishments that occurred during the award period</p> <p>*Board members will rate each package with #1 being the best package, #2 being the second best package, etc.</p> <p>*The AF IMT 1206 is to be limited to 1 single-spaced page, no more than 20 lines not counting the headings for quarterly award and 1 single-spaced page for annual award.</p> <p>*Job description is not part of the 20 lines of bullets.</p> <p>(The AF IMT 1206 must be the Jul 2000 version 2 or later if revised)</p> <p>(Reference AMCI 36-2808, Personnel Awards)</p>		

## Attachment 4

**305 AMW/TEAM MCGUIRE MILITARY AND CIVILIAN QUARTERLY/ANNUAL BOARD  
SCORE SHEET**

<b>305 AMW/Team McGuire Military and Civilian Quarterly/Annual Board Score Sheet</b>	
<b>Category:</b> _____	
<b>President/Member:</b> _____	
<b>Board Date:</b> _____	
Nominee's Rank & Name	Rank-order Score
<b>NOTE:</b> There are no specific points assessed to any category, but Leadership will count as 50% of score and the other two categories will each be worth 25% of score. Rank-order Score -- rank-order nominees, with the highest total overall score ranked #1, second highest total overall score ranked #2, etc.	

## Attachment 5

### 305 AMW/TEAM MCGUIRE MILITARY AND CIVILIAN QUARTERLY/ANNUAL BOARD SCORE TALLY SHEET

<b>305 AMW/Team McGuire</b> <b>Military and Civilian Quarterly/Annual Board Score Tally Sheet</b>  <b>Category: _____</b> <b>President/Chairperson: _____</b> <b>Recorder/Recording Secretary: _____</b> <b>Board Date: _____</b>		
<b>Board Members</b>	<b>Organization/Phone</b>	
<b>Names of Nominees</b>	<b>Organization</b>	<b>Ranking</b>
<b>Recorder/Recording Secretary Signature: _____</b>		<b>Date: _____</b>
<b>President/Chairperson Signature: _____</b>		<b>Date: _____</b>
<b>NOTE:</b> Ranking -- enter ranking of nominees, with the lowest cumulative rank score ranked #1, the next lowest cumulative rank score ranked #2, etc.		

**Attachment 6****BIOGRAPHY**

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

**NOTE:** Use this format for the 12 Outstanding Airmen of the Year and USAF First Sergeant of the Year. Limit to 1 page with 1-inch margins. Single-space the narrative portion. Double-space between name, SSN, and AFSC.

(Reference AFI 36-2805, Attachment 2 and paragraph 3.4.6.3)

**Attachment 7****BIOGRAPHY****CAPTAIN JOHN DOE, JR.****AFSC: 36PX, CHIEF, CUSTOMER ASSISTANCE SECTION**

Captain John Doe, Jr., is a personnel officer assigned to the 375th Support Group, Scott AFB, Illinois. He is 31 years old. Captain Doe was born in Lexington, Kentucky, on 29 June 1963. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1981, Captain Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently attended ABG College and graduated in the top third of his class.

Upon completion of Officer Training School at Lackland AFB, Texas, in 1985, Captain Doe began technical training as a personnel officer at Keesler AFB, Mississippi, where he was an honor graduate (December 1985). He was then assigned to Scott AFB. Captain Doe is married to the former Jane Smith. He is active in his local church, where he serves as youth counselor. He was selected as the Outstanding Company Grade officer of the Quarter and subsequently for the year 1986 for the 375th Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

**NOTE:** Use this format for the AMC Company Grade Officer of the Year. Limit to 1 single-spaced page with 1-inch margins.

(Reference AMCI 36-2808, Attachment 4)

**Attachment 8****GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMEN OF THE YEAR  
PROGRAM**

NAME OF AWARD: 12 OUTSTANDING AIRMAN OF THE YEAR, 20XX

FROM: AIR MOBILITY COMMAND

INCLUSIVE DATES OF  
ACHIEVEMENT: 1 JANUARY 20XX – 31 DECEMBER 20XX

NOMINEE: JANE Q. DOE

GRADE: AIRMAN FIRST CLASS

CATEGORY OF  
COMPETITION: (AIRMAN, NCO, or SENIOR NCO)

SSN: 123-45-6789

PRESENT  
ORGANIZATION AND  
STATION: 605TH AIRCRAFT MAINTENANCE SQUADRON  
1801 HANGAR ROAD  
MCGUIRE AFB, NEW JERSEY 08641-5000

PROJECTED  
ASSIGNMENT AND  
REPORTING DATE: NONE

PERMANENT HOME  
ADDRESS: 23 PAGE AVENUE  
JACOBSTOWN, NEW JERSEY 08562

NOMINATED FOR: 12 Outstanding Airmen of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as a KC-10A Communications/Navigations Production Team Member in support of the Specialist Flight, 605th Aircraft Maintenance Squadron. Member has not had an open Unfavorable Information File (UIF) during the award period.

**NOTE:** Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

(Reference AFI 36-2805, Attachment 5)

**Attachment 9****GENERAL INFORMATION SHEET FOR USAF FIRST SERGEANT OF THE YEAR AWARD**

NAME OF AWARD: USAF FIRST SERGEANT OF THE YEAR AWARD, 20XX

FROM: AIR MOBILITY COMMAND

INCLUSIVE DATES OF  
ACHIEVEMENT: 1 JANUARY 20XX – 31 DECEMBER 20XX

NOMINEE: JOHN A. DOE

GRADE: SENIOR MASTER SERGEANT

SSN: 123-45-6789

PRESENT  
ORGANIZATION AND  
STATION: 305TH OPERATIONS SUPPORT SQUADRON  
2905 TUSKEGEE AIRMAN AVENUE  
MCGUIRE AFB, NEW JERSEY 08641-5208

PROJECTED  
ASSIGNMENT AND  
REPORTING DATE: NONE

PERMANENT HOME  
ADDRESS: 85 SPRING STREET  
WRIGHTSTOWN, NEW JERSEY 08562

NOMINATED FOR: USAF First Sergeant of the Year for outstanding leadership as First Sergeant of the 305th Operations Support Squadron. Member has not had an open Unfavorable Information File (UIF) during the award period.

**NOTE:** Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

(Reference AFI 36-2805, Attachment 6)



**Attachment 10****NOMINATION FORMAT FOR THE AMC CGO OF THE YEAR**

**NAME OF AWARD:** AMC Company Grade Officer of the Year, 20XX

**FROM:** 305th Air Mobility Wing

**INCLUSIVE DATES OF ACHIEVEMENT:** 1 January 20XX - 31 December 20XX

**NOMINEE:** John Q. Doe, J.

**GRADE:** Captain

**SSN:** 123-45-6789

**DOB/DOR:** 16 August 1979/1 June 2000

**PRESENT ORGANIZATION  
AND STATION:** 605th Aircraft Maintenance Squadron  
1801 Hangar Road  
McGuire AFB, New Jersey 08641-5000

**PRESENT HOME ADDRESS:** 23 Page Avenue  
Jacobstown, New Jersey 08562

**NOMINATED FOR:** AMC Company Grade Officer of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as the Specialist Flight Commander, 605th Aircraft Maintenance Squadron.

**NOTE:** Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.  
(Reference AMCI 36-2808, Attachment 2)

## Attachment 11

## STATEMENT OF INTENT



DEPARTMENT OF THE AIR FORCE  
605TH AIRCRAFT MAINTENANCE SQUADRON (AMC)  
MCGUIRE AIR FORCE BASE NEW JERSEY 08641-5000

15 Jan XX

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 605 AMXS/LGGA  
1801 Hangar Road  
McGuire AFB NJ 08641

SUBJECT: Statement of Intent

1. I understand that I must have at least 12 months' retainability beginning 1 October of this year in order to compete at Air Force level. If selected as one of the 12 Outstanding Airmen of the Year (OAY) for AMC, I will obtain the required retainability. I also understand that if I do extend my enlistment to obtain the required retainability that I may cancel my extension if I am not selected at Air Force level as one of the 12 OAY.
2. I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as one of the 12 OAY.
3. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.

JANE Q. DOE, A1C, USAF  
FR123-45-6789

NOTE: The nominee should carefully read the proposed nomination package before signing this statement. All data must be factual. If any of the information is later found to be inaccurate, the nominee will be disqualified.

*(Reference AFI 36-2805, paragraphs 3.4.3. and 3.4.4)*